

ARC DP/DE20 application process 2018/19

Admin, process, due dates, general info and things to consider

Research Funding Team
Research Services
Oct 2018

ARC & NHMRC application & review process 2018/19

The reasons for undergoing both the EOI and application review procedures are:

- To ensure that applicants are provided with appropriate support to develop their applications.
- To ensure that applications are reviewed appropriately to ensure that, if they are to be submitted, they are of a competitive quality.
- To ensure that our reputation is not compromised by the submission of non-competitive applications, nor that undue time is spent on developing applications that are unlikely to be competitive.


It is important to emphasise that before going to either the external reviewer or the internal reviewer, all ARC and NHMRC applications will have been reviewed by at least two peer reviewers, and will be in a completed draft stage.



And so you can collect choc frogs along the way !


Admin Timelines for DP/DE20

For Internal FedUni Administered Applications


Due date		Stage
<u>ARC DP20</u>	<u>ARC DE20</u>	
03 Oct 2018 (12 noon)	03 Oct 2018 (12 noon)	Completed EOI and supporting documentation submitted to research.funding@federation.edu.au (one week turnaround)
10 Oct 2018	10 Oct 2018	Applicants advised of approval to develop proposal
23 Oct 2018 (1-4pm)	23 Oct 2018 (1-4pm)	<u>ARC & Discovery (DP20) Workshop 2018</u> ** compulsory for DP20 & DE20 applicants 

TODAY!!

Admin Timelines - 2


Due date		Stage
<u>ARC DP20</u>	<u>ARC DE20</u>	
Oct	Oct	<u>Budget Proforma</u> available
Oct-Nov	Oct-Nov	Internal Review: Lead CI to send draft application to 2 x Internal Reviewers for feedback (as per EoI).
<i>13 Nov 2018</i>	<i>15 Oct 2018</i>	<i>Project Applications open on <u>RMS</u></i>
12 Dec 2018 (12noon)	22 Nov 2018 (12noon)	External Review: Submission-ready draft & indicative budget submitted to <u>research.funding@federation.edu.au</u>  <u>Late submissions will (may) not be accepted.</u>

Admin Timelines - 3

Due date		Stage
<u>ARC DP20</u>	<u>ARC DE20</u>	
16 Jan 2019*	13 Dec 2018 *	External Reviewer returns feedback to to applicant with a cc to research funding team
28 Jan 2019 (12 noon)	31 Jan 2019 (12 noon)	Internal Compliance and Budget Review: <ul style="list-style-type: none"> • Submission-ready draft application, • finalised budget & • all reviewer comments (internal and external) submitted to research.funding@federation.edu.au for compliance and budget review (one week turnaround) 
6 Feb 2019	11 Feb 2019	Compliance and Budget review returned to researcher

* Continuous feedback up to Final Internal Submission

Admin Timelines - 4

Due date		Stage
<u>ARC DP20</u>	<u>ARC DE20</u>	
<i>13 Feb 2019</i>	<i>20 Feb 2019</i>	<i>ARC Request not to Assess Close NHMRC Project Application RGMS minimum data deadline</i>
20 Feb 2019 (12 noon)	27 Feb 2019 (12 noon)	Final Internal Submission: <ul style="list-style-type: none"> • Application, • <u>Funding Submission Coversheet (FSC) &</u> • <u>'DP20 – DE20 Certification Form(s)'</u> submitted to research.funding@federation.edu.au 

Admin Timelines - 5

Due date		Stage
<u>ARC DP20</u>	<u>ARC DE20</u>	
		<i>Research Funding Team final check; arrange for DVCRI approval and sign off; System Certification of final application</i>
<i>27 Feb 2019</i>	<i>6 March 2019</i>	<i>Proposal submitted to ARC by Research Funding Team</i>



- Assessor Reports - Rejoinders ~June
- Outcomes Announced ~last qtr 2019 (anticipated early Nov)



Applying for ARC funding

Be prepared:

- Register and set up alerts on *GrantConnect*
- Download and read the Grant Guidelines, ITAs, FAQs, Funding Agreement, etc
- Check cross scheme eligibility
- Update your RMS account (all sections), link your ORCID
- Regular catch-ups with your partners, peers, mentors
- Draft, draft and redraft

- Make friends with the Research Funding Team 😊

Did I mention read the guidelines ??

Applying for ARC funding

Things to do/consider:

- **Does your project involve Medical Research? – eligibility issue**
 - Check ARC Medical Research Policy
<https://www.arc.gov.au/policies-strategies/policy/arc-medical-research-policy/arc-medical-research-policy-version-20181>
- **Request not to assess** (9.15) —
 - Not to be taken lightly; must be justified with comprehensive evidence
 - let us know as soon as possible
- **Perceived or existing conflict of interest** (14.10)
 - All persons and organisations named on the application must declare Col to Admin Org
 - Let us know as soon as possible

Did I mention read the guidelines ??

GrantConnect

www.grants.gov.au

Aust Govt's whole-of-government, centralised, web-based, grant information system

- The ARC will no longer publish Grant Opportunity Guidelines (formerly known as Funding Rules) on their website.
- sign in or create a User Registration account to access all relevant documentation for Grant Opportunities.
- you can choose to be automatically notified of any changes or addenda added to the Grant Opportunity.
- continue to use ARCs RMS to prepare and submit research proposals, assessments and rejoinders.

<https://www.arc.gov.au/grants/grantconnect-australian-governments-grant-information-system>

How to access ARC Grant Guidelines on GrantConnect?



GrantConnect: Current Grant Op | x

https://www.grants.gov.au/?event=public.GO.show&GOUUID=9A26A8F3-0D2E-A5EB-D6477AE47113F3FF#

Apps Citrix Australian Research C Important Dates - Au Research Manage RP - Federation Univ RUN Research Devel Imported GrantConnect: Grant Team Dashboard Funding | NHMRC RGMS

Australian Government **GrantConnect** Info & Links Policies

Welcome, Tina D'Urbano
Last Login 16 Oct 2018 12:35:03 PM

Forecast Opportunities **Grant Opportunities** Grant Awards Reports Help Contact Us

Home ▶ Current Grant Opportunity View - GO1742 ▶ Grant Opportunity Documents - GO1742 ▶ Current Grant Opportunity View - GO1742

Current Grant Opportunity View - GO1742

Discovery Early Career Researcher Award for funding commencing in 2020

Contact Details
P: (02) 6287 6600
E: arc-ncgp@arc.gov.au
W: <https://www.arc.gov.au/grants/discovery-program/discovery-early-career-researcher-award-decra>

GO Documents

GO ID: GO1742
Agency: Australian Research Council
Close Date & Time: 6-Mar-2019 5:00 pm (ACT Local Time)
[Show close time for other time zones](#)
Internal Reference ID: DE20 Round 1
Primary Category: 381001 - Science, Technology, Engineering and Mathematics (STEM) Research
Secondary Category: 381002 - Humanities, Arts and Social Sciences (HASS) Research
Publish Date: 15-Oct-2018
Location: ACT, NSW, VIC, SA, WA, QLD, NT, TAS
Selection Process: Targeted or Restricted Competitive

FO Reference: [DProg2018](#)

Description: The Discovery Early Career Researcher Award (DECRA) grant opportunity is a separate element of the Discovery Program. The DECRA

10:16 AM
19/10/2018



RMS updates

Improved Eligibility management in RMS: key changes

- Updated questions on the application form will assist to determine whether final report, project limits ^(5.10), and key CI and PI eligibility requirements have been met.
 - Note: The new eligibility checking functions are not exhaustive and the ARC will undertake eligibility checking after close of submission

General Information for Discovery Projects DP20

Grant Guidelines – Part s A & E

- **Must have at least one CI – first named CI is Project Leader**
- **Employed at least 0.2FTE or hold Honorary Academic Appt for grant activity period**
- **Level of funding for DPs – Min \$30,000 per year, Max \$500,000 per year**
- **Can apply for up to 5 years – must request funding in all years of the project**
- **Teaching relief up to \$50,000 per year per project**
- **Travel – up to \$50,000 over the life of the project (excludes Field Research or carer's costs)**
- **DIAs – can nominate up to 2 participants (CIs and/or PIs)**

Changes to the DP Guidelines for funding commencing in 2020

- GrantConnect – access all relevant support documents
 - Grant Guidelines, ITAs, FAQ, Sample form, etc
- Grant Guidelines (previously Funding Rules) - format and content changed in line with govt guidelines template.
 - Use of standard terms: Grant Opportunity (Scheme round), Grant Funds (Project funding), Application (Proposal)
- ‘Emeritus Appointment’ – now Honorary Academic appointment
- Discovery Indigenous – assessment criteria now includes ‘evidence of research training, mentoring and supervision’
- More info at <https://www.grants.gov.au/?event=public.home>
 - Can access via links on ARC page <https://www.arc.gov.au/grants/discovery-program>

General Information for DECRA DE20

Grant Guidelines – Parts A & C

- **Must nominate one DECRA Candidate (CI)**
- **PhD conferred on or after 1 March 2014 (or commensurate Career Interruption)**
- **Employed for the duration of the project:**
 - **Minimum of 0.8FTE on research activities**
 - ***Expected* a minimum of 0.2FTE on Admin. Org activities inc. teaching**
 - **3 years full-time or a part-time basis not exceeding 6 years**
- **Level of funding for DEs – \$102,372 (2018 rate) per year plus up to \$40,000 project funding per year**
 - **Travel – up to \$50,000 over the life of the project (excludes Field Research and Carers costs)**
 - **Up to 1 HDR stipend per proposal**

Changes to the DE Grant Guidelines for funding commencing in 2020

- Similar to DP changes
- Register on GrantConnect for any updates
- More info at <https://www.grants.gov.au/?event=public.home>
 - Can access via links on ARC page <https://www.arc.gov.au/grants/discovery-program>

DE20: Statement by the Administering Organisation

- DECRA Candidate with Mentor/Dean to draft for DVCRI review and approval.
 - Plan this and allow plenty of time
- Research Funding Team will coordinate sign off.
- See also section DE20 C6.1.c of the Discovery (2018) Guidelines.

Before you start - *PLEASE*

Read: **Grant Guidelines** (Part A + E for DP19; A + C for DE20)
 Instructions to Applicants
 FAQ (*occasionally updated – register on GrantConnect for email notification*)
 Funding Agreement

Guidelines, instructions and application forms do change from year to year – please make sure you are using the latest version.

Pay close attention to the selection criteria and weightings.

Make contact with your peers, mentors and reviewers – discuss your project with them.

Set up times for them to review your proposal

Getting started

Check you and your co CIs and PIs are eligible

Is the project/research eligible for ARC Funding. Does your project adhere to the ARC Medical Research Policy? <http://www.arc.gov.au/arc-medical-research-policy>

RMS accounts – Do you have one? Is it up to date?

Have you read the Grant Guidelines? Instructions to Applicants? FAQs?

Getting started - 2

Get your co CIs and PIs on board early

Are they aware of what is required from them and the time it takes?

- **Provide documentation.**
- **Setting up RMS accounts** – invite them onto the proposal as soon as possible
- **Sections to complete**
- **Budgets** – how much will they contribute – cash and in-kind
- **Certification forms and required signatures**

Top 10 Common mistakes – errors – omissions – bloopers – from an Administrator/compliance perspective:

- Keep it clear and concise - Well organised and well presented proposal. What are you planning to do, why is it important, and how do you plan to achieve this?
 - Spelling and grammar check – please, please, please review everything; ask others to proof read and provide critical feedback
 - Use Aust English spelling
 - Be careful about using jargon and technical terms – anyone should be able to read the proposal and have an idea of what you are trying to achieve
 - Format requirements - Font sizes, margins, page limits
 - Colour diagrams, graphs, etc – allowable but be careful
 - Part D _(DP19) – Project Cost (Budget)
 - Part E _(DP19) – Budget Justification
 - Part F _(DP19) – Personnel and ROPE
 - Part G _(DP19) – Research Support
- & Timely submission – final draft for review, Certification Forms, Internal Forms – FSC, Budget Pro-forma**

Grant Guidelines? ITAs? FAQs?

Things to consider/pay attention to:

Have you read the Guidelines? ITA? FAQs?

- **Working Title (~10 words)**
- **Summary (~100 words)**
- **FoR & SEO CODES – choose these appropriately**
- **Part D & E_(DP19): Budget and Justification** - Absolutely important that this is right -- - MUST be fully justified
- **Part F_(DP19) – Personnel and ROPE** – *please* pay attention to instructions and format requirements
- **Part G_(DP19) – Research Support** – pay attention to instructions and format requirements

ARC FedUni internal forms & templates

REQUIRED

- **Written FedUni Certification Form for DP and DE:**

<https://federation.edu.au/research/support-for-current-students-and-staff/research-funding/important-funding-application-dates/arc-and-nhmrc-due-dates>

- **DP20 and DE20 Costing Pro Forma:**

<https://federation.edu.au/staff/business-and-communication/finance-at-feduni/finance>

For assistance contact Tara Harle, via research.funding@federation.edu.au

- **Funding Submission Coversheet (FSC):**

<https://federation.edu.au/research/support-for-current-students-and-staff/research-funding/grants-forms>

Issues/Questions:

For clarification of Guidelines, budget, ITAs, setting up RMS accounts, how to complete the application and other ARC admin/compliance queries

– Please contact us in the first instance -

The ARC does not respond to queries from individual Participants.

Contact us:

Research Funding Team: research.funding@federation.edu.au

Tina D'Urbano – 5122 6872

Jane Eltringham - 5327 6735

Tara Harle – Research Finance (for budget support) – 5122 6360